

Jefferson County – Municipal Separate Storm Sewer System (MS4) - Stormwater Management Program Organizational & MCM Flow Chart 2026 Draft

JEFFERSON COUNTY BOARD OF LEGISLATORS

- Board Chairperson signs off on reports and forms as required

STORMWATER MANAGEMENT PROGRAM (SWMP) COORDINATOR
Andy Nevin, Senior Planner, Jefferson County Planning Department

Maintains aspects of the Stormwater Management Program Plan by:

- Reviewing updates to the plan, obtains report information from County Highway staff, attends coalition & coordinator meetings
- Coordinates activities with County Highway and other County Departments as needed
- MCM 1 & 2: Participates in educational committee activities to include development of content for dissemination
- MCM 2: Conducts public hearings annually on the SWMP, if applicable
- MCM 3: Coordinates periodic outfall inspections with County Highway
- MCM 6: Attends periodic training sessions regarding pollution prevention and good housekeeping
- Coordinates and reviews other documents/reports as needed

John Sabik, County Attorney

- Authorizes Board Chairperson signature as required
- Drafts/Reviews other documents as needed
- Provides legal advice as required

Spike Decker, Jefferson County Buildings and Grounds

- Reports chemical storage and fleet maintenance activities
- Staff attend trainings regarding best practices
- Along with Highway, parking lot maintenance at County Buildings

Jess McMahon, County Highway Department

- Provides activity report information to County Planning annually or semi-annually as needed
- MCM 3: Coordinates periodic outfall inspections
- MCM 3: Emergency stormwater contact for Jefferson County
- MCM 4: SWPPP preparation/review when highway projects require
- MCM 5: SWPPP closeout and final inspection as applicable for highway projects
- MCM 6: Develops procedures and implements road sweeping and cleaning by vacuum truck
- MCM 6: Collection of litter and debris from County roadsides
- MCM 6: Along with Buildings and Grounds Dept., parking lot maintenance at County Buildings
- MCM 6: Highway, bridge, right-of-way, and winter road maintenance (including stormwater)
- MCM 6: Highway vehicle and fleet maintenance
- MCM 6: Best management practices for highway right-of-way pollution prevention and good housekeeping
- MCM 6: Attends periodic training sessions regarding pollution prevention and good housekeeping

JC Soil and Water Conservation District

- Files annual report with NYS DEC
- Files semi-annual reporting
- Provides SWPPP and Best Practices training to county staff
- Comprehensive system mapping including outfalls, interconnections, preliminary storm sewer sheds, MS4 infrastructure, and other basemap info
- Provides MS4 reporting notifications

